

ZEESHAN AHMAD KHAN

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ABOUT

Experienced Finance and Business Support leader with a demonstrated history of working in the Hospitality Industry (24 years). Skilled in Budgeting, Forecasting, Planning, Cash Flow, Analyzing, Hotel Management, People Management and Cost Control. Strong finance professional with a Bachelor of Commerce (B.Com.) focused in Accounting and Finance.

HIGHLIGHTS OF QUALIFICATIONS

- 18 years Middle East experience within seven/five stars hotel chain operations
- Harmonious working relationship with colleagues and excellent in managing people
- Excellent grasp of business systems/software and proficient in presentations for meetings
- Can analyze, compare and interpret data quickly
- Strong organizational and problem-solving skills
- Work well under tremendous pressure
- Complete projects within time frame and clearly communicate results of work
- Self-motivated and eager to learn new working concepts and procedures
- Very thorough, results and detail-oriented
- Possess high standard of integrity
- Strong and prompt communication skills with Hotel Management & Owners in order to achieve results and avoid conflict

KEY PROFESSIONAL RESPONSIBILITIES

- Fully acquainted with Month-End Closing, Financial Reporting, Balance Sheet Reconciliation, Cash Flow Projection, Inter-company Billing, Expense Management Analysis, Budgeting, Fixed Assets/Risk Management and managing Capital Expenditures Process which are an integral part of the key job responsibilities
- Complete understanding and knowledge of Business Planning, Auditing and Controlling
- Well versed with accounting software i.e. Sun System, Solomon, Fidelio/Opera, HRMS System, Purchasing/Cost Control Software and Management Reporting Software for consolidation in "EFPM" and also have full understanding of the "Uniform System of Accounts"

PROFESSIONAL EXPERIENCE

7th February 2021 - till date

Financial Controller

Grand Excelsior Hotel Al Barsha

- Responsible for the hotel's accounting and financial management requirements. Managing the accounting department, procurement function and electronic data processing systems
- To provide the General Manager and Unit Management Team with meaningful and timely information on the status of the hotel's performance
- To assist and involve proactively with cost containment, revenue enhancement, profit improvement opportunities and safeguarding of the company's assets

1st September 2109 - 6th February 2021

Freelance Financial Consultant

- Assisted businesses with their financial book keeping, Payroll process, VAT reconciliations, Bank reconciliations

1st December 2011 - 15th June 2019

Assistant Financial Controller

Voco Hotel Dubai - an IHG Hotel

19 th September 2010 - 15 th November 2011	Cluster Finance Manager - Collections (7 Properties) Emaar Hospitality Group LLC
16 th December 2008 - 31 st August 2010	Assistant Credit Manager Burj Al Arab - Jumeirah Group
28 th May 2008 - 15 st December 2008	Finance Executive/AR Supervisor Jumeirah Beach Hotel
1 st April 2007 - 15 th April 2008	Accounts Payable/Receivable Supervisor Paymaster Bavaria Executive Suites, Dubai (Pre- Opening Office)
29 th June 2006 - 26 th March 2007	Accounts Receivable Supervisor/Acting Credit Manager Sheraton Abu Dhabi Resort & Towers
13 th September 2003 - 27 th June 2006	Accounts Receivable Clerk Sheraton Jumeirah Beach Resort & Towers
1 st July 2001 - 1 st August 2003	Night Auditor Karachi Sheraton Hotel & Towers

RECOGNITION & AWARDS

- **Certificate of Appreciation** for converting successfully Nassima Royal Hotel to Voco Hotel Dubai
- **Service Excellence Award** from Nassima Royal Hotel for the month of August 2017
- **Employee of the Month** from Burj Al Arab for the month of October 2009
- **Employee of the Month** from Burj Al Arab for the month of March 2009
- **Starwood Loyalty Award** for completing five continuous years in Sheraton Hotel & Resorts
- **Employee of the Department (Finance)** from Sheraton Jumeirah Beach Resort & Towers for the month of December 2005
- **Employee of the Department (Finance)** from Sheraton Jumeirah Beach Resort & Towers for the month of August 2004
- **Chairman's Club Award for the 4th Quarter** for achieving SGSS Standard from Karachi Sheraton Hotel & Towers & Starwood Hotels & Resort Worldwide Inc.
- **Certificate of Excellence Employee of the Year 2002** from Karachi Sheraton Hotel & Towers
- **Certificate of Excellence as QI Employee for the Month of November 2002** from Karachi Sheraton Hotel & Towers
- **Certificate of Excellence as QA Employee for the Month of December 2002** from Karachi Sheraton Hotel & Towers
- **Pride of Performance Certificate** from Habib Public School as President of Computer Club

ON-THE-JOB TRAINING

- Effective Credit Control, Invoice Management & Debt Recovery Techniques by DECOL Debt Collections L.L.C.
- Kaizen at Burj Al Arab
- Fundamentals of Excellence at Burj Al Arab
- Seven Habits of Highly Effective People by Steven Covey at Burj Al Arab
- Six Sigma Training Process Change & Innovation transfer in Sheraton Abu Dhabi Resort & Towers
- One-month on-the-job training in different departments of Front Office at Karachi Marriott Hotel
- Six months on-the-job training in different departments of Karachi Sheraton Hotel & Towers
- Three months training in Accounts Department (Accounts Receivable) of Sheraton Jumeirah Beach Resort & Towers
- Be Hot (Be a Hero on the Telephone) from Karachi Sheraton Hotel & Towers & Sheraton Jumeirah Beach Resort & Towers
- Member of Six Sigma Council of Sheraton Abu Dhabi Resort & Towers

EDUCATION

- Bachelor of Commerce, University of Karachi
- Front Office Certificate Course, Pakistan Institute of Tourism & Hotel Management
- Data Entry Operator Course, COMSATS

PERSONAL INFORMATION

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| ▪ Date of Birth | 12 th February 1978 |
| ▪ Passport No. | UU 4102822 |
| ▪ Present Address | Flat # 127 Iliyaa 3 Tower, Dubai Silicon Oasis, Dubai, UAE |
| ▪ Home Address | Flat # 1103, Lignum Tower, Sector A Downtown Giga, DHA Phase 2, Islamabad, Pakistan |

REFERENCES

- Available Upon Request